

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT (hereinafter "Amendment") is made and entered into this 21st day of June, 2022, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and Exceptional Parents Unlimited, a California non-profit corporation, whose address is 4440 North Fresno Street, Fresno, CA, 93726, (hereinafter "CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into Agreement number A-20-405, dated October 6, 2020 (hereinafter "Agreement"), pursuant to which CONTRACTOR agreed to provide research-based and evidence-informed home visitation services to underserved families with children ages 0-5 to COUNTY; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement in order to continue services for an extended term.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That all references in the Agreement to "Exhibit A" shall be changed to read "Revised Exhibit A", where appropriate, attached hereto and incorporated herein by reference.

2. That all references in the Agreement to "Exhibit B" shall be changed to read "Revised Exhibit B", where appropriate, attached hereto and incorporated herein by reference.

3. Section 3 of the Agreement, located on page 2, lines 5 through 10, is deleted in its entirety and replaced with the following:

"The initial term of this Agreement shall be for a period of four (4) years, commencing on July 1, 2020 through and including June 30, 2024."

4. Section 19 of the Agreement, located on page 17, lines 14 through 16, is deleted in its entirety and replaced with the following:

"19. ELECTRONIC SIGNATURE

The parties agree that this Agreement may be executed by electronic signature as provided in this section. An "electronic signature" means any symbol or process intended by an

individual signing this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for example by PDF document) of a handwritten signature. Each electronic signature affixed or attached to this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing this Agreement for all purposes, including but not limited to evidentiary proof in any administrative or judicial proceeding, and (2) has the same force and effect as the valid original handwritten signature of that person. The provisions of this section satisfy the requirements of Civil Code section 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5, beginning with section 1633.1). Each party using a digital signature represents that it has undertaken and satisfied the requirements of Government Code section 16.5, subdivision (a), paragraphs (1) through (5), and agrees that each other party may rely upon that representation. This Agreement is not conditioned upon the parties conducting the transactions under it by electronic means and either party may sign this Agreement with an original handwritten signature.

20. SEVERABILITY

The positions of this Agreement are severable. The invalidity or unenforceability of any one provision in the Agreement shall not affect the other provisions."

5. Section 20 of the Agreement, located on page 17, lines 17 through 26, be renamed as Section 21.

The Agreement, as hereby amended, is ratified and continued. All provisions, terms, covenants, conditions and promises contained in the Agreement and not amended herein shall remain in full force and effect.

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EXECUTED AND EFFECTIVE as of the date first above set forth.

CONTRACTOR

COUNTY OF FRESNO

(Authorized Signature)

Brian Pacheco, Chairman of the Board of
Supervisors of the County of Fresno

Print Name & Title

Exceptional Parents Unlimited

Mailing Address

ATTEST:

Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

By:

Nyore Gromgaleg
Deputy

FOR ACCOUNTING USE ONLY:

Fund: 0001

Subclass: 10000

ORG: 56201706

Account: 7295

SCOPE OF WORK

Exceptional Parents Unlimited

DESCRIPTION OF SERVICES

CONTRACTOR's Community Health Team services must directly serve Fresno County families and children ages 0-5 who are not being served by other home visitation programs. CONTRACTOR may obtain client referrals on their own or from COUNTY's Department of Public Health (DPH). All referrals received will be screened to ensure the client is not being served by other home visitation programs including DPH.

CONTRACTOR will administer an Edinburgh Postnatal Depression Scale (EPDS) or Patient Health Questionnaire-9 (PHQ-9) as well as a needs assessment for all families served.

Community Health Team home visitation staff will consult with the DPH PHN for guidance and support on medically challenging cases and complete joint home visits as needed.

CONTRACTOR will adhere to all terms set forth in the First 5 Fresno County Funded Partner Manual (<https://www.first5fresno.org/forms-docs/>) and the California Department of Public Health (CDPH) - Maternal, Child and Adolescent Health (MCAH) Division's Fiscal Administration Policy and Procedure Manual (<https://www.cdph.ca.gov/Programs/CFH/DMCAH/Pages/FiscalDocuments.aspx>) as it pertains to subcontractors of funded recipients.

COLLABORATIVE MEETINGS

Approximately two (2) home visitors will meet with the DPH PHN two (2) times per month for case consultations, trainings and other program issues. Sign in sheets are required for each meeting. Data is required to be entered in the F5FC database on a quarterly basis.

PARENT PARTNERSHIP HOME VISIT

Home visit services will be focused on the parent, but children ages 0-5 in the home will also receive services. CONTRACTOR will provide services in accordance with their research-based home visitation model. Services must be completed in the home or a similar setting. Teleconferencing can be utilized in lieu of home visitation due to COVID-19 precautions until restrictions are lifted.

- Fifty (50) unduplicated families will receive home visitation services with at least one (1) parent/caregiver attending each visit.
- Each home visitor will carry a caseload of approximately seventeen (17) clients.
- Home visits will be conducted once per week for at least 9 months. Visits will last approximately ninety (90) minutes.

Data is required to be entered in the F5FC database on a monthly basis.

DEVELOPMENTAL SCREENING

Each child client ages 0-5 will receive an ASQ and ASQ:SE developmental screening for a total of forty (40) ASQ's and forty (40) ASQ:SE's. Data is required to be entered in the F5FC database on a monthly basis.

DEVELOPMENTAL REFERRALS

Twelve (12) children will receive a developmental referral (e.g., primary care physician, early intervention, school district, mental health, medical referrals, Help Me Grow Fresno County, day care, or preschool). Data is required to be entered in the F5FC database on a monthly basis.

OTHER REFERRALS

Twenty-five (25) parents will receive referrals to community resources (e.g., housing, cash aid, or food assistance). Data is required to be entered in the F5FC database on a monthly basis

DOCUMENTATION AND DATA COLLECTION

CONTRACTOR will collect and report data on all client services as outlined above including client eligibility, demographics, screenings and referrals/interventions completed.

CONTRACTOR will submit a brief quarterly narrative addressing target population, intent of service, short story, challenges and barriers as described in the Quarterly Narrative and Aggregate Reports section of the F5FC Funded Partner Manual to COUNTY by the 5th of the month following the end of each quarter.

TIME STUDY

All Community Health Team staff will prepare and submit time studies quarterly to COUNTY in order to receive leveraged federal funding. CDPH MCAH program requires all personnel that are funded by Federal Title XIX to prepare and submit a time study at least once per quarter.

Exceptional Parents Unlimited

July 1, 2020 - June 30, 2021

Revised 2/26/21

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.15 FTE)	\$74,500.00	\$11,175.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Manager (.30 FTE)	\$58,295.00	\$17,489.00	Supervision of Home Visitors, monthly reporting , assist with time studies.
Behavioral Health Clinician (.60 FTE)	\$25.76/hour	\$32,148.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Home Visitor (1.0 FTE)	\$22.17/hour	\$46,115.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$19.50/hour	\$40,560.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.20 FTE)	\$19.57/hour	\$8,141.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program.
Subtotal Personnel		\$155,628.00	
Benefits (30.10 % of Personnel)	30.10%	\$46,840.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance.
Total Personnel Expenses		\$202,468.00	
NON-PERSONNEL EXPENSES			
Communications		\$2,460.00	Telephone & Internet service budgeted @ \$80/mo. X 12 mos. = \$960. Cell phones for Home Visitors budgeted at \$50/mo. X 2 HV's x 12 mos. = \$1,200. Total cost = \$2,160. Monthly services incurred for tablets used by the home visitors = \$300. (Increased to \$2,460 to include monthly services incurred for tablets used by home visitors)

Office Supplies	\$4,500.00	Office supplies, postage, shredding, computer licenses, and outreach supplies budgeted at \$158.33/mo. x 12 mos. = \$1,900. Costs are budgeted based upon FTE's per program. Cost to this program is approximately 2.7% of total Agency cost. (Increased to \$4,500 to include cost of an additional tablet, Apricot 360 database user licenses for the home visitors, and additional related office supplies.)
Facilities	\$16,500.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$1,150/mo. X 12 mos. = \$13,800, which is approx. 4% of total cost. Utilities budgeted @ \$225/mo. X 12 mos. = \$2,700. Total cost = \$16,500.
Equipment Rent	\$900.00	Copier lease budgeted at \$50/mo. X 12 mos. = \$600. Server lease budgeted at \$25/mo. X 12 mos. = \$300. Cost is based on FTE's per program. Total = \$900.
Travel	\$2,400.00	Mileage reimbursement for travel to client homes budgeted at \$0.575/mile X 348 miles/mo. X 12 mos. = \$2,400. (Reduced as a result of the pandemic and limited in-home visits.)
Training	\$4,000.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$800/FTE x 3FTE's = \$2,400. Virtual trainings for Infant Massage, Brazelton 2021 Forum and Family Engagement trainings for the home visitors = \$1,600. (Increased to \$4,000 to include virtual trainings for Infant Massage, Brazelton 2021 Forum and Family Engagement trainings for the home visitors)
Program Supplies	\$5,000.00	Program Supplies include: AAPI's @ 40 parents x 3 assessments/year x \$2.50 each = \$300; NSC assessment @ 40 x 2/year x \$2.50 each = \$200; Nurturing Parenting (NP) books @ \$15 x 40 = \$600; one set of NP DVD's @ \$385; books for monthly literacy program @ \$6/book x 40 x 12 mos. = \$2,880; craft supplies @ \$30/parent x 40 = \$1,200; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) & personal protective equipment for staff & families for home visitation \$435. Total budget = \$6,000. (Reduced to \$5,000 as a result of the pandemic and limited in-home visits and restrictions.)

Professional Services	\$1,300.00	Network Management Services budgeted at \$109/mo. X 12 mos. Cost based on FTE's and is 2.7% of total cost to Agency. Includes IT consultant services for computer network, server and work station and device management.
Insurance & Audit	\$1,700.00	General Liability & Property Insurance budgeted @ \$83.33/mo. X 12 mos. = \$1,000. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$700 or 3% of total cost.
Total Non-Personnel Expenses	\$38,760.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	

Exceptional Parents Unlimited

July 1, 2021 - June 30, 2022

Revised 4/1/22

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.20 FTE)	\$76,737.00	\$15,347.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Manager (.35 FTE)	\$60,029.00	\$20,790.00	Supervision of Home Visitors, monthly reporting, assist with time studies. (Increased to .50 FTE for April - June 2022)
Behavioral Health Clinician (.30 FTE)	\$70,000.00	\$21,000.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Behavioral Health Clinician (.30 FTE)	\$65,000.00	\$11,142.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment. (Decreased due to partial year staffing)
Home Visitor (1.0 FTE)	\$18.54	\$38,563.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$18.54	\$38,563.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.20 FTE)	\$23.85	\$10,066.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program. (Increased slightly due to higher projected cost)
Subtotal Personnel		\$155,471.00	
Benefits (22.7335 % of Personnel)	22.73%	\$35,344.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance. (Decreased due to decreased Personnel costs)
Total Personnel Expenses		\$190,815.00	
NON-PERSONNEL EXPENSES			

Communications	\$3,060.00	Telephone & Internet service budgeted @ \$80/mo. X 12 mos. = \$960. Cell phones for Home Visitors budgeted at \$50/mo. X 2 HV's x 12 mos. = \$1,200. Total cost = \$2,160. (Increased to include new VOIP system)
Office Supplies	\$8,000.00	Office supplies, postage, shredding, computer licenses, and outreach supplies budgeted at \$150/mo. x 12 mos. = \$1,800. Costs are budgeted based upon FTE's per program. Cost to this program is approximately 2.7% of total Agency cost. (Increased to include docking stations, Apricot data system licenses, two replacement laptops and two office chairs)
Facilities	\$19,190.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$1,150/mo. X 12 mos. = \$13,800, which is approx. 4% of total cost. Utilities budgeted @ \$225/mo. X 12 mos. = \$2,700. Total cost = \$16,500. (Increased due to increases in utilities and janitorial costs)
Equipment Rent	\$600.00	Copier lease budgeted at \$50/mo. X 12 mos. = \$600. Server lease budgeted at \$25/mo. X 12 mos. = \$300. Cost is based on FTE's per program. Total = \$900. (Decreased due to new lower cost lease)
Travel	\$2,600.00	Mileage reimbursement for travel to client homes budgeted at \$0.575/mile X 870 miles/mo. X 12 mos. = \$6,000. (Decreased due to less personal vehicle usage needed than projected as agency owned vehicles can now be used by home visitors)
Training	\$4,000.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$500/FTE x 3FTE's = \$1,500. (Increased to include mental health supervision hours and other applicable training courses)

Program Supplies	\$8,813.00	Program Supplies include: AAPI's @ 40 parents x 3 assessments/year x \$2.50 each = \$300; NSC assessment @ 40 x 2/year x \$2.50 each = \$200; Nurturing Parenting (NP) books @ \$15 x 40 = \$600; books for monthly literacy program @ \$6/book x 40 x 6 mos. = \$1,440; craft supplies @ \$30/parent x 40 = \$1,200; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) \$260. Total budget = \$4,000. (Increased to include additional parenting books, AAPI assessments, books for literacy program, educational brochures on various topics, outing for families to providing bonding/educational experience for children, self-care kits for children and parents to support stress buster activities)
Professional Services	\$1,200.00	Network Management Services budgeted at \$100/mo. X 12 mos. Cost based on FTE's and is 2.7% of total cost to Agency.
Insurance & Audit	\$2,950.00	General Liability & Property Insurance budgeted @ \$83.33/mo. X 12 mos. = \$1,000. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$700 or 3% of total cost. (Increased to include liability insurance rate increase)
Total Non-Personnel Expenses	\$50,413.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	

Exceptional Parents Unlimited

July 1, 2022 - June 30, 2023

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.10 FTE)	\$80,576.00	\$8,058.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Supervisor (.50 FTE)	\$50,232.00	\$25,116.00	Supervision of Home Visitors, monthly reporting , assist with time studies.
Behavioral Health Clinician (.35 FTE)	\$72,100.00	\$25,235.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Behavioral Health Clinician (.25 FTE)	\$74,256.00	\$18,564.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Home Visitor (1.0 FTE)	\$19.25/hour	\$40,040.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$19.25/hour	\$40,040.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.10 FTE)	\$24.60	\$5,117.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program.
Subtotal Personnel		\$162,170.00	
Benefits (23.79 % of Personnel)	23.79%	\$38,580.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance.
Total Personnel Expenses		\$200,750.00	
NON-PERSONNEL EXPENSES			
Communications		\$2,400.00	Telephone & Internet service budgeted @ \$140/mo. X 12 mos. = \$1,680. Cell phone reimbursement for staff using personal phones for business purposes budgeted at \$20/mo. X 3 FTE's x 12 mos. = \$720. Total =\$2,400

Office Supplies	\$3,600.00	Office supplies, paper, postage, shredding, data system licenses, employee verifications, and outreach supplies budgeted at \$300/mo. x 12 mos. = \$3,600. Costs are budgeted based upon FTE's per program. Cost to this program is approximately 3% of total Agency cost.
Facilities	\$18,500.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$1,225/mo. X 12 mos. = \$14,700, which is approx. 4% of total cost. Utilities budgeted @ \$316.67/mo. X 12 mos. = \$3,800. Total cost = \$18,500.
Equipment Rent	\$636.00	Copier lease budgeted at \$35/mo. X 12 mos. = \$420. Server lease budgeted at \$18/mo. X 12 mos. = \$216. Cost is based on FTE's per program. Total = \$636
Travel	\$4,182.00	Mileage reimbursement for travel to client homes budgeted at IRS rate of \$0.585/mile. Staff can also use Agency owned vehicles for home visits. Cost of gas and maintenance would be charged to grant (instead of mileage reimbursement.
Training	\$4,500.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$300/FTE x 3 FTE's = \$900. Training/Supervision of unlicensed Behavioral Health Clinician budgeted at 3 hours a month x \$100 per hour x 12 mos. = \$3,600
Program Supplies	\$3,400.00	Program Supplies include: AAPI's @ 50 parents x 3 assessments/year x \$2.50 each = \$375; NSC assessment @ 50 x 2/year x \$2.50 each = \$250; Nurturing Parenting (NP) books @ \$15 x 50 = \$750; books for monthly literacy program budgeted at \$500; craft supplies @ \$25/parent x 50 = \$1,250; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) \$275. Total budget = \$3,400.
Professional Services	\$1,260.00	Network Management Services budgeted at \$105/mo. X 12 mos. = \$1,260. Cost based on FTE's and is 3% of total cost to Agency.
Insurance & Audit	\$2,000.00	General Liability & Property Insurance budgeted @ \$100/mo. X 12 mos. = \$1,200. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$800 or 3% of total cost.
Total Non-Personnel Expenses	\$40,478.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.

TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	
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Exceptional Parents Unlimited

July 1, 2023 - June 30, 2024

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.10 FTE)	\$82,993.00	\$8,293.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Supervisor (.50 FTE)	\$51,500.00	\$25,750.00	Supervision of Home Visitors, monthly reporting , assist with time studies.
Behavioral Health Clinician (.30 FTE)	\$74,263.00	\$22,278.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Behavioral Health Clinician (.25 FTE)	\$76,484.00	\$19,121.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Home Visitor (1.0 FTE)	\$19.83/hour	\$41,246.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$19.83/hour	\$41,246.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.10 FTE)	\$25.42	\$5,287.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program.
Subtotal Personnel		\$163,221.00	
Benefits (23 % of Personnel)	23.00%	\$37,541.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance.
Total Personnel Expenses		\$200,762.00	
NON-PERSONNEL EXPENSES			
Communications		\$2,400.00	Telephone & Internet service budgeted @ \$140/mo. X 12 mos. = \$1,680. Cell phone reimbursement for staff using personal phones for business purposes budgeted at \$20/mo. X 3 FTE's x 12 mos. = \$720. Total =\$2,400

Office Supplies	\$3,600.00	Office supplies, paper, postage, shredding, data system licenses, employee verifications, and outreach supplies budgeted at \$300/mo. x 12 mos. = \$3,600. Costs are budgeted based upon FTE's per program. Cost to this program is approximately 3% of total Agency cost.
Facilities	\$18,500.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$1,225/mo. X 12 mos. = \$14,700, which is approx. 4% of total cost. Utilities budgeted @ \$316.67/mo. X 12 mos. = \$3,800. Total cost = \$18,500.
Equipment Rent	\$636.00	Copier lease budgeted at \$35/mo. X 12 mos. = \$420. Server lease budgeted at \$18/mo. X 12 mos. = \$216. Cost is based on FTE's per program. Total = \$636
Travel	\$4,170.00	Mileage reimbursement for travel to client homes budgeted at IRS rate of \$0.585/mile. Staff can also use Agency owned vehicles for home visits. Cost of gas and maintenance would be charged to grant (instead of mileage reimbursement).
Training	\$4,500.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$300/FTE x 3 FTE's = \$900. Training/Supervision of unlicensed Behavioral Health Clinician budgeted at 3 hours a month x \$100 per hour x 12 mos. = \$3,600
Program Supplies	\$3,400.00	Program Supplies include: AAP's @ 50 parents x 3 assessments/year x \$2.50 each = \$375; NSC assessment @ 50 x 2/year x \$2.50 each = \$250; Nurturing Parenting (NP) books @ \$15 x 50 = \$750; books for monthly literacy program budgeted at \$500; craft supplies @ \$25/parent x 50 = \$1,250; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) \$275. Total budget = \$3,400.
Professional Services	\$1,260.00	Network Management Services budgeted at \$105/mo. X 12 mos. = \$1,260. Cost based on FTE's and is 3% of total cost to Agency.
Insurance & Audit	\$2,000.00	General Liability & Property Insurance budgeted @ \$100/mo. X 12 mos. = \$1,200. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$800 or 3% of total cost.
Total Non-Personnel Expenses	\$40,466.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.

TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	
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